

Your Name Here

Your address
Your city, state, zip

(202) 569-9565
your address@yahoo.com

EDUCATION

Master of Business Administration, April 2005

Finance and Corporate Economics

University of Pittsburgh Graduate School of Business, Pittsburgh, PA

Relevant Coursework: Macro Economics, Economics of Development, Statistical Analysis, Public Policy Analysis, International Food Policy, Public Program Evaluation, Financing Non-Governmental Organizations, Strategic Management of Nonprofits and Non-Governmental Organizations

Bachelor of Arts with Honors, May 2001

Political Science and International Studies

State University of New York (SUNY) College at Fredonia, Fredonia, NY

Graduated from the DELTA College, an honors college equivalent standing for Distinctive Education with Leadership Training Advantages.

WORK EXPERIENCE

Associate

Banning and Associates, Pittsburgh PA (9/04 – 6/05)

- Performed analysis for multi-level public program evaluation of a prominent non-profit organization.
- Conducted and summarized stakeholder interviews for evaluation.
- Converted survey findings into database for evaluation purposes.

Student Services Advisor

SUNY Fredonia Office of Undergraduate Admissions, Fredonia NY (9/01 – 7/03)

- Coordinator of International Admissions: redeveloped and streamlined the processing of international student applications for the College.
- Created and implemented new procedures for training fellow team members, verifying valid immigration and financial documentation, and issuing US immigration paperwork.
- Liaison with the Political Science Department

Intern

Monroe County Sheriff's Office, Monroe County, TN (1/01 – 4/01)

- Assisted Special Representative to the Mayor.
- Reported on special county task force.
- Participated in a general officers convention for civil rights.

COMMUNITY INVOLVEMENT/LEADERSHIP EXPERIENCE

- Business Manager for GSPIA's student organization, The Agora 04-05
- Conference Chair Transcending Boundaries Conference: Encompassing the Global Work Force 05

SUMMARY OF QUALIFICATIONS

- Competent using Microsoft Word, Excel, PowerPoint,
- Limited working proficiency in Spanish, fluent with limited refresher course